

**INSTRUCTIONS FOR
KANSAS UST PROPERTY REDEVELOPMENT TRUST FUND
APPLICATION FORM**

SECTION 1. PROPERTY AND PROPERTY OWNER INFORMATION

- A. Provide the name and street address of the facility.
- B. Provide the name of the city and county in which the facility is located.
- C. Provide the name of the person or company who is making application to the Trust Fund.
- D. Provide the applicants name, mailing address, city, state, zip code, phone number, fax number and e-mail.
- E. Confirm that the property owner does or does not own the property on which the UST(s) are located.
- F. Provide the date the applicant acquired the property.
- G. Confirm that the property owner has or has not ever placed petroleum in the UST(s) or withdrawn petroleum from the UST's.
- H. Indicate if petroleum products are currently stored or have been previously stored in the UST(s).
- I. Confirm that the property owner is or is not the United States Government or any of its agencies.
- J. Confirm that the property owner is or is not a current or former owner of the UST(s).

SECTION 2. ABANDONED UST INFORMATION

- A. Check yes if the UST(s) have not been used in the last three months. If the UST(s) have been used in the last three months, check no.
- B. Check yes if the UST(s) have a current tank permit. If the UST(s) do not have a current tank permit, check no.
- C. Check yes if the UST(s) have been temporarily closed for more than 12 months. If the UST(s) have not been temporarily closed for more than 12 months, check no.

SECTION 3. COMPLIANCE INFORMATION

- A. Check yes if the property owner will make application to the Kansas Petroleum Storage Tank Release Trust Fund if petroleum contamination is discovered during the tank removal.
- B. Check yes if the property owner agrees to place a deed restriction on the property prohibiting the installation of UST(s) on the property for ten years and forward a notarized copy of the recorded deed restriction for the property with at seal of the register of deeds to KDHE.
- C. If the property owner owns or operates UST(s) located at a different address or facility than the property address included in the application answer yes or no. If the answer is yes or no supply your Owner ID number. If the property owner is not an owner or operator of UST(s) located at a different address or facility than the property address included in the application answer NA.

- D. Check yes if the property owner agrees to grant access to KDHE or any of its agents for vendors to the property included in the application. If yes, complete the attached access agreement form.
- E. Check yes if the property owner agrees to register the UST(s) located on the property included in the application. If yes, complete the attached Kansas Registration Notification for Underground Storage Tanks. Registration is for location only, not as an owner or operator. Property owner is not required to obtain third party liability insurance.

SECTION 4. REIMBURSEMENT INFORMATION

A. Reimbursement checks must be made out to the applicant or the applicant's business. The KDHE is required to submit all reimbursement information to the IRS; therefore, the name on the check should reflect the Social Security Number or the Federal Employers Identification Number of the person or company who will be reporting the UST removal expenditures and reimbursements to the IRS.

B. Attach a copy of Form W-9.

SECTION 5. APPLICANT'S SIGNATURE

Print or type the name of the individual submitting the application, then sign and date it.

The application and all supporting documents are to be sent to:

Kansas Department of Health & Environment
Kansas UST Property Redevelopment Trust Fund
1000 SW Jackson, Suite 410
Topeka KS 66612-1367

Questions concerning the Trust Fund application process can be directed to the KDHE at (785) 296-1677 or (785) 296-1684.